

**CLASS TITLE:****COURT PROCESSOR****Class Code: 02540200****Pay Grade: 16A****EO Code: E****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To interview Assistance Payments applicants or recipients towards the end of procuring child support payments from putative fathers; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received with some latitude for the exercise of initiative and independent judgement; work is reviewed upon completion for satisfactory performance and adherence to appropriate guidelines.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To interview Assistance Payments applicants or recipients towards the end of procuring child support payments from putative fathers.

To assist applicants/recipients in filling out appropriate forms providing supporting evidence in order to insure that complete and accurate information is obtained.

To assist in locating absent parents and in securing determination of paternity.

As required, to complete petitions for support from parents who do not qualify for an Assistance Payments program.

To initiate witness subpoenas for out-of-state putative fathers so that a finding of need for child support can be submitted to the out-of-state court.

To compile special and recurring reports on active assistance cases by screening information, categorizing cases, and transmitting completed case packets for further processing.

To complete appropriate forms in order to ensure that cases pass smoothly through the court system.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A familiarity with the laws, rules and regulations dealing with the enforcement of child support from absent parents; a familiarity with the workings of the Family Court system; the ability to deal with applicants/recipients in a tactful and courteous manner and to elicit information that is often of a sensitive nature; an ability to record information in a precise, accurate and legible manner on forms that have the status of legal documents; the eligibility to be commissioned as a notary public and to empowered to serve subpoenas; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained thorough: employment in a position requiring the compilation of information through interviews or the examination of written records.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 10, 1980

Editorial Review: 3/15/2003